TUTORIAL

Welcome to Care About Childcare. We are pleased you have chosen to participate in this state-wide program that will help parents and child care providers connect. As a participant, you will be given the opportunity to highlight areas where you excel and the ability to market your program to parents.

To help you get started here are some basic instructions. You may print a copy of this tutorial in order to have it with you as you navigate the website.



WEBSITE



Step #1 Go to http://careaboutchildcare.utah.gov and click on the "Providers" tab.

Log In



Step #2 Log in to Care About Childcare using your user name and password. If you do not know your user name and password, click on the Request Log In.

MARKETING PAGE



Step#3 Click on "My Marketing Page" and follow the instructions on the screen. The Marketing Page will showcase your program to families.





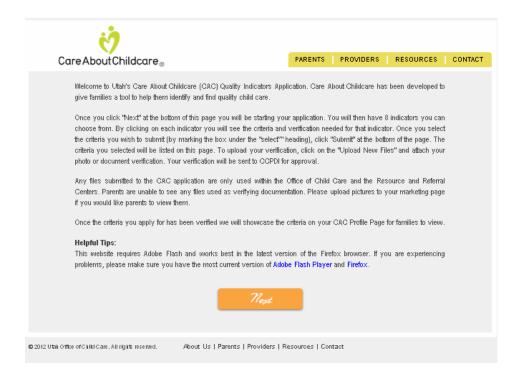
Part of the Marketing Page includes a Provider Profile where you can show parents the areas of quality in your program you would like to showcase.

INFORMATION

Requirements

Navigation

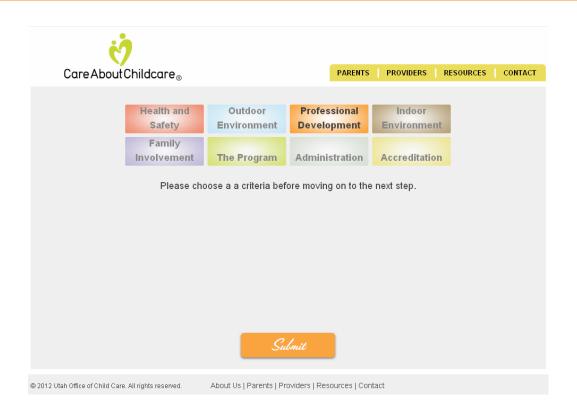
Tips



Step #4 Click on "My CAC Quality Criteria." This page gives you important information to help you start your application. After viewing this page, click Next.

QUALITY INDICATORS

8 areas that showcase quality in an early childhood program



Welcome to the Quality Indicators! This is where the fun begins! **Step #5** Click on one of the Indicators.

CRITERIA

Specific examples of quality in within each Indicator



Six of the Indicators have a list of Criteria for you to choose from. Professional Development and Accreditation will be explained later. You may work toward as many Criteria as you would like in order to showcase your program.

WHAT IS ON AN INDICATOR PAGE?



- **Description** of the Criteria
- Verification Needed to meet the Criteria
- Information on each Criteria
- Status of Criteria
- Select to apply for Criteria

DESCRIPTION

Description

Drinking water available both indoors and outdoors throughout each day

Program has a curriculum that promotes good safety practices

Soap and paper towels in program are at child height

Program has a curriculum that promotes good health practices

Program serves fresh fruits and vegetables daily

Outdoor activity play time is scheduled daily for at least 60 minutes

Outdoor Safety Checklist done daily

Program has been assessed for lead, radon asbestos, and fiberglass

Indoor Safety Checklist done weekly

Caregiver keeps a log of accidents and incidents at the program to watch for

The Criteria are listed under "Description" on the left side of the page. Families will only be able to view the descriptions of those Criteria that you have chosen to verify.

VERIFICATION

Verification Needed

Photos or Policies showing how drinking water is available both indoors and outdoors throughout each day More Info

A copy of curriculum or lesson plans that encourages good safety practices for the children such as fire, personal safety, crossing the street, knowing address & phone, car safety, poison control, stranger danger

More Info

Photos of soap and paper towels in program at child height More Info

Copy of curriculum or lesson plans that encourage good health practices for the child such as oral health, nutrition, going to the doctor, hand washing, exercise More Info

Copy of menu or other documentation showing that the program serves fresh fruits and vegetables daily More Info

Copy of schedule showing outdoor activity play time is scheduled daily for at least 60 minutes. Program uses weather chart to determine "weather permitting" conditions for outdoor play. Photo showing a program has extra outdoor winter clothing for children. More Info

Copy of the last 3 Safety Checklists used daily More Info

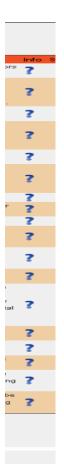
, Certificate or letter showing that the program has been assessed for lead, radon, asbestos and fiberglass and is in good standing More Info

Copies of last 3 indoor safety checklists completed More Info

Copy of a blank log and a copy of the procedure on how a log of accidents and incidents will be tracked More Info

"Verification
Needed" is a
description of
the physical
documentation
needed to show
that your
program meets
the Criteria.

INFORMATION



 $\label{local-control} \mbox{Home} \rightarrow \mbox{Care About Childcare} \mbox{ (CAC)} \rightarrow \mbox{Indicators} \rightarrow \mbox{Licensed Family Child Care} \rightarrow \mbox{Health and Safety} \rightarrow \mbox{Drinking water available both indoors and outdoors throughout each day}$

Drinking water available both indoors and outdoors throughout each day

Helpful websites are listed below. For more information, feel free to contact CCPDI at ccpdi@usu.edu or 1-855-531-2468.

http://www.eatbettermovemore.org/sa/enact/childcare/water.php

http://www.deh.enr.state.nc.us/images/rules/t15a-18a.28.pdf

http://water.epa.gov/infrastructure/drinkingwater/schools/index.cfm

Click the question marks to see samples, suggestions, web pages, and other tools to help you understand the Criteria.

STATUS



The Status column will show your status on each Criteria you have selected.

- If you have not yet applied for this Criteria, the column is blank.
- If the verification has been submitted a clock is shown, indicating that the Criteria has been received and is awaiting approval.
- A green check mark indicates that the Criteria has been verified and is available for viewing on your Provider Profile.

SELECTING A CRITERIA



Criteria can be selected by clicking the box next to the criteria.

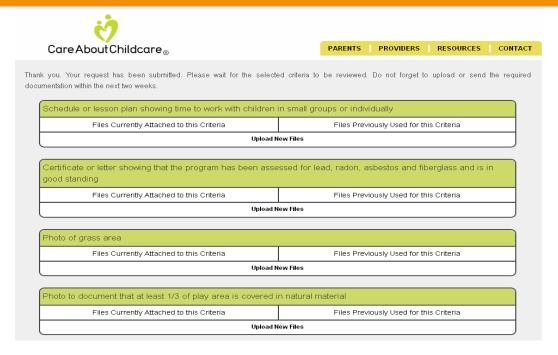
Step #6 Choose one of the criteria that you would like to highlight from your program and mark the Select box.

SUBMITTING A CRITERIA FOR VERIFICATION



step #7 Click Submit at the bottom of the page. This takes you to the Verification Page where you can attach your documentation.

ATTACHING DOCUMENTATION



Step #8- To attach documentation click on **Upload New Files.** Browse your computer to find the files you are looking for. (This is a similar process to uploading files and photos to Facebook. File types can be photos, PDF's, Word Documents etc. You will need to have Adobe Flash downloaded on your computer before you can attach any documents.)

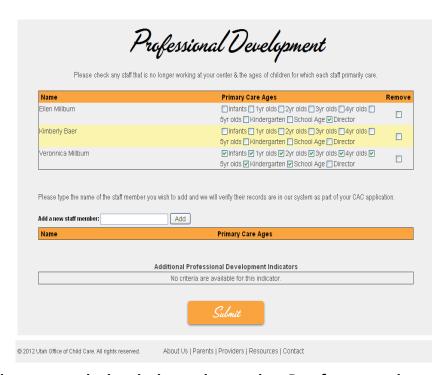
EARNING AN INDICATOR

Check your "My CAC Quality Criteria" to make sure the documentation has arrived at the Child Care Professional Development Institute (CCPDI) by looking for the clock in the Status column.

When the Criteria has been verified the Indicator on your Provider Profile will light up, showing parents that you have gone above and beyond licensing requirements in providing quality care for their children in that area.



PROFESSIONAL DEVELOPMENT INDICATOR



This Indicator is linked directly to the Professional Development Training Registry. It allows you to highlight yourself and staff (if applicable). Families will be able to view Career Ladder Levels and Endorsements achieved, as well as other Degrees and Credentials. Families will not be able to view personal staff information.

ACCREDITATION INDICATOR



If your program is nationally accredited, this will be listed for families to see under general information with a star. If that information is not being displayed or if you would like information on how to become accredited, contact your local Child Care Resource & Referral Agency.

THANK YOU FOR CARING ABOUT CHILDCARE!

Providers

- CLASS CALENDAR
- CONTACT INFORMATION
- MY MARKETING PAGE
- . MY CAC QUALITY CRITERIA
- MY CLASS REGISTRATION
- MY TRANSCRIPT
- MY CAREER LADDER
- MY ANNUAL AWARDS
- . MY APPLICATION STATUS
- PARENT PREVIEW

Contact Information

Child Care Resource & Referral

Bridgerland Box Elder, Cache, Rich

Northern Davis, Morgan, Weber

Metro Salt Lake, Tooele

Mountainland Juab, Summit, Utah, Wasatch

Eastern Carbon, Daggett, Duchesne, Emery, Grand, San Juan Hintah

Western Beaver, Garfield, Iron, Kane, Millard, Piute, Sanpete, Sevier, Washington, Wayne

Child Care Professional Development Institute(CCPDI)

Please don't hesitate to contact CCPDI if you have any questions! Call us toll free at **855-531-2468** or e-mail us at **ccpdi@usu.edu**.

We look forward to working with you and being a part of this exciting journey, because we Care About Childcare as much as you do!